



Township of Gillies Emergency Plan

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Thunder Bay E.M.O.
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Revised by Municipal Emergency Management Program Committee

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General

The Township of Gillies is situated approximately 27 km southwest of the City of Thunder Bay and is bounded on the North side by the Township of O'Connor and on the east by the Township of Neebing. It has an approximate area of 93 sq. km and a population (Per Census 2016) of 474.

The main roads running through the Township are Provincial Highways 588, 595, and 608. Gillies has a volunteer Fire Service, First Response Team and are policed by the Thunder Bay O.P.P. Detachment. Gillies has enhanced 911 service.

If the evacuation of the population is necessary, the reception municipality would be the City of Thunder Bay.

Gillies' Critical Infrastructure is listed as confidential and filed as Supplemental Document #1.

The most probable emergencies to affect the Municipality are listed in the HIRA (Hazard Identification and Risk Analysis) which is attached as Appendix "B".

The LRCA (Lakehead Region Conservation Authority) is the lead agency in a flood. A copy of its Emergency Flood Plan is to be kept in the Emergency Operations Centre and is to be utilized in any flood or impending flood.

Telephone numbers and other personal information are confidential and found in Supplemental Documents which are not a public document. Gillies Municipal staff is permitted to update the numbers on a regular basis without requiring formal amendment to the by-law adopting this plan.

Forward

Emergencies are defined as situations or the threat of impending situations abnormally affecting the health, safety, welfare or property of the community, which by their nature or magnitude require a controlled and coordinated response by all agencies. These are distinct from routine operations carried out by municipal agencies, e.g. fire, police, or roads departments, etc.

The *Emergency Management and Civil Protection Act* is the authority for the by-law formulating this emergency plan. This plan prescribes procedures for and the way municipal employees and other persons will respond to an emergency.

The Act states "Head of Council may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he/she considers necessary and are not contrary to the law to implement the emergency plan of the municipality and to

protect the property and the health, safety and welfare of the inhabitants of the emergency area". Accordingly, the principal function of the Municipal Emergency Control Group, if assembled, is to assist the Head of Council in making and placing in effect any decisions and order that are made to control and mitigate the effects of an emergency.

All members of Council, the Municipal Emergency Control Group, and members of responding agencies should read the plan, know where their copy is kept and be familiar with their duties in the event of an emergency.

In addition to this Emergency Plan, each responding department/agency will also have its own emergency plan or standard operating procedures, call-out and resource list.

Community Emergency Management Program Committee

The Community Emergency Management Program Committee is comprised of the Reeve, Clerk, CEMC, Fire Chief, Roads Maintenance Coordinator and the designated Councillor. This group will approve the emergency plan's content and review the municipal emergency management program annually.

Emergency plan for the coordination of services in the event of a real or impending emergency

1. AIM

To establish a general plan of action for the coordinated response in the event of an emergency, or impending emergency, to preserve life, health and property.

2. Composition, responsibilities, and powers of the Emergency Control Group (group A and B)

- a) All emergency operations shall be directed and controlled by the Municipal Emergency Control Group (A) who will assemble at the Emergency Operations Centre. The Municipal Emergency Control Group (A) shall be comprised of the following persons:
 - i. CEMC or Alternate CEMC
 - ii. Reeve or Acting Reeve
 - iii. Clerk
 - iv. Fire Chief
 - v. Roads Maintenance Co-ordinator
- b) Control Group B will be called upon when necessary and is not part of the initial emergency response team to assemble at the EOC. Control Group B will include:
 - i. Emergency Information Officer (EIO)
 - ii. Scribe
 - iii. OPP Detachment Commander
 - iv. Ambulance Supervisor
 - v. District Manager, Ministry of Community & Social Services
 - vi. Medical Officer of Health
 - vii. Co-ordinator—Small Animal Emergency Services
- c) In the case of a forest fire, flood or drought:
 - i. District Manager - Ministry of Natural Resources and Forestry
- d) In the case of a flood:
 - i. CAO - Lakehead Region Conservation Authority
- e) In case of a dangerous goods spill:
 - i. Spills Action Centre— Ministry of the Environment, Conservation and Parks
 - ii. Canadian Transport Emergency Centre (CANUTEC)

NOTE: All members of the **Municipal Emergency Control Group A** must be notified when a plan is activated. Not all members of the **Municipal Emergency Control Group** must be present for

the **Municipal Emergency Control Group** to function. Additional personnel may be required i.e. Scribes, a dangerous goods expert, a person from OPG, etc.

3. Implementation Of the Plan

It is the responsibility of the first responding municipal agency at the scene of an emergency to assess the situation and to recommend whether this plan should be implemented. If the size or seriousness of the emergency appears beyond the capability or responsibilities of that agency, the plan shall be put into effect. Any member of the Municipal Emergency Control Group, upon realizing the magnitude of an emergency or impending emergency warrants the plan's implementation, may do so. Once the emergency exists, municipal employees may take such action(s) under this emergency plan as required to protect lives and property of the community even though an emergency has not been declared under the Act.

4. Emergency Alerting of Municipal Emergency Control Group

On receipt of instructions from a member of the Emergency Operations Centre, the Chair will call out the Municipal Emergency Control Group. All members of the MECG (Group A) will be called or their alternates if the MECG member cannot be contacted. In the event telephone service is out, contact will be made to the MECG by the most effective means. The member of the group giving the call-out instruction will decide if this is to be a call-out or standby. Ensure the instructions are explicit. Instructions will include:

(a) This is an emergency call-out. Please attend the Emergency Operations Centre at (insert appropriate location).

OR

(b) This is an emergency standby call only. Please remain by your telephone until further notice. The standby call may also be made by one of the MECG members who could supply more information.

The Primary Emergency Operations Centre is the GILLIES MUNICIPAL OFFICE located at the Whitefish Valley School.

The Alternate Emergency Operations Centre is the Gillies Fire Hall.

5. Names & Phone Numbers of Municipal Emergency Control Group

See "Supplemental Document #2".

6. The Municipal Emergency Control Group Shall:

- a) Appoint a site co-ordinator.
- b) Take such action as is necessary to minimize the effects of an emergency or disaster on the municipality or its inhabitants.
- c) Direct, co-ordinate and supply administrative and logistic support to all municipal departments and volunteer organizations in controlling the emergency or disaster.
- d) Be prepared to authorize the expenditure of municipal funds which are required for the preservation of life and health.
- e) Establish an information center for issuance of accurate releases to the news media and for issuance of authoritative instructions to the public.
- f) Take initiative on any action required which isn't covered in the emergency plan.
- g) Share information on the emergency and important action taken by you and your agency with and retain the pages for record purposes.
- h) Take responsibility, accordingly, depending on the type and magnitude of the event.
- i) Ensure proper communication within the group, to/from their department/agency, including use of maps when applicable or any other means to assist in sharing in information. Be aware that communications are often the first thing to break down in an emergency.
- j) Gather at regular intervals or business cycles to inform each other of actions taken and problems encountered. Frequency of meetings and agenda items will be established by the Clerk in consultation with the Reeve and CEMC. Meetings will be kept as brief as possible to allow members to carry out their individual responsibilities.
- k) Ensure all personnel have been accounted for and advised of the termination of the emergency in order that no workers are left behind. Each agency should have a list of its personnel working during the emergency and use it as a "check-off list" at the termination of the emergency.
- l) Individually maintain a log of all action taken.

7. The Reeve Shall:

- a) Consult with members of the Municipal Emergency Control Group and decide if a state of emergency should be declared.
- b) Declare an emergency under the *Emergency Management and Civil Protection Act* if warranted.
- c) Order an evacuation of people in the danger zone from a potentially life- or health-threatening situation if warranted and in consultation with the applicable experts in the MEEG.
- d) Appoint an Emergency Information Officer if it is to be other than Clerk.
- e) Ensure Emergency Management Ontario has been notified of the declaration of an “Emergency” and contact the Provincial Emergency Operations Centre.
- f) Approve news and public announcements.
- g) Request assistance from neighbouring municipalities for evacuation and reception centres if applicable.
- h) Update Council on the emergency as required.
- i) When an “Emergency” has been declared, terminate the “Emergency” at the end of the situation and ensure the Provincial Emergency Operations Centre is notified.
- j) Assist the Clerk with the applications for any disaster relief funding.
- k) Keep a log of all action taken.

Note: Under the *Emergency Management and Civil Protection Act*, in the municipality only the “Head of Council” may declare an emergency. Normally the “Head of Council” declares the emergency terminated; however, under the Act, the municipal council or the Premier of Ontario may also declare the termination of an emergency.

8. The Clerk Shall:

- a) Serve as advisor to the Head of Council on administrative matters and provide for the safety of municipal records.
- b) Ensure that all necessary members of the MEEG have been called out.
- c) Carry out any necessary administration in connection with the emergency.
- d) Act as Emergency Information Officer and arrange for the establishment of a public information service to provide specific information to people who may be affected by the emergency if Emergency Information Officer is unavailable.
- e) Conduct CEMC duties if the CEMC and/or alternate CEMC is unavailable.
- f) Maintain liaison with all supporting agencies, as required.
- g) Arrange for welfare centres to provide immediate welfare services until social service agencies arrive.

- h) Arrange for volunteers to assist the Ministry of Community and Social Services in carrying out the welfare function.
- i) Notify the City Manager in Thunder Bay of an impending evacuation or of actual evacuation orders as soon as possible if residents will be evacuated to Thunder Bay.
- j) Have and maintain an up-to-date inventory of supplies and equipment required for the Emergency Operations Centre with one copy in the E.O.C. and ensure the supplies and equipment are always in the E.O.C. (along with the CEMC).
- k) Conduct “business cycles” in the E.O.C. (see duties of the Municipal Emergency Control Group).
- l) Apply for disaster funding which may be available.
- m) Maintain a log of all action taken.
- n) Update the local names, telephone numbers, etc. electronically for this plan. Ensure hard copies are distributed to local plan holders. (along with CEMC)

9. The Scribe Shall:

- a) Ensure all important decisions made and actions taken by the Municipal Emergency Control Group are recorded.
- b) Ensure that maps and status boards are kept up to date.
- c) Provide a process for registering MECCG members and maintaining a MECCG member list.
- d) Notify the required support and advisory staff of the emergency, and the location of the Emergency Operations Centre.
- e) Initiate the opening, operation and staffing of telecommunications at the community offices, as the situation dictates, and ensuring operators are informed of the MECCG members’ telephone numbers in the Emergency Operations Centre.
- f) Arrange for printing of material, as required.
- g) Coordinate the provision of clerical staff to assist in the Emergency Operations Centre, as required.

Note: If a Scribe is not designated, the role of the Scribe shall be fulfilled by the Clerk.

10. The OPP Detachment Commander Shall:

- a) Activate the department’s emergency alert system.
- b) Call out the Municipal Emergency Control Group as per page two.
- c) If appropriate, appoint an on-site Police Co-Ordinator.
- d) If warranted, set up an on-site command post, either in existing facilities or in the E.M.O. command post vehicle.
- e) Seal off the emergency area in the event such action is necessary.
- f) Control traffic to facilitate the movement of emergency and evacuation vehicles.
- g) Assist the evacuation of buildings and areas authorized by the Head of Council.

- h) Provide security and prevent looting in emergency or evacuation areas and reception centres.
- i) Arrange for additional police assistance, if required.
- j) Advise the Coroner in the event of fatalities and perform whatever additional responsibilities may be necessary under the *Coroners Act* and other statutes.
- k) Keep the Municipal Emergency Control Group informed of the emergency.
- l) Maintain a log of all actions taken.

11. The Fire Chief Shall:

- a) Activate the Fire Service's Emergency Call-Out System.
- b) Conduct fire-fighting operations.
- c) Direct and/or assist rescue operations.
- d) Activate the Fire Mutual Aid System, if required.
- e) Appoint an on-site Fire Co-Ordinator.
- f) Conduct the evacuation of buildings and areas as authorized by head of Council.
- g) In the event of a dangerous goods spill:
- h) Ensure the Ministry of Environment, Conservation and Parks and CANUTEC are contacted for any assistance required.
- i) Make available the applicable portion(s) of the book entitled "North American Emergency Response Guidebook", to the Municipal Emergency Control Group.
- j) Should a CBRN or HUSAR team ever be required, request for the applicable team via the Provincial Emergency Operations Centre and Zone 1 Mutual Aid Fire Coordinator.
- k) Keep the Municipal Emergency Control Group updated on the emergency.
- l) Maintain a log of all action taken.

12. The Ambulance Service Shall:

- a) Activate the department's emergency alert system and emergency plan.
- b) Assume responsibility for triage and evacuation of casualties from the emergency site.
- c) Assume responsibility for additional resources of ambulances, personnel and communications equipment via Central Ambulance Communications Centre in Thunder Bay:
- d) Using ambulance radio frequencies OR by calling 911 for ambulance dispatch.
- e) Provide and co-ordinate all transport requirements for the movement of casualties.
- f) Liaison with the hospital as required.
- g) Keep the Medical Officer of Health informed at regular intervals of all ambulance service activities and the Municipal Emergency Control Group, if the Medical Officer of Health is not in the E.O.C.
- h) Maintain a log of all actions taken.

13. The Roads Maintenance Coordinator Shall:

- a) Activate the department's emergency alert system.
- b) Provide municipal equipment and personnel as necessary.
- c) Arrange for the procurement of special equipment e.g. heavy-duty cranes, pumps, etc.
- d) Liaise with Ministry of Transportation Officials and obtain necessary resources from them when warranted.
- e) Arrange for disconnection of utilities which represent a hazard and keep a list of local suppliers and location of equipment in the event of an emergency.
- f) Advise the Municipal Emergency Control Group when sustained damage to structures exceeds safe limits.
- g) Aid in cleanup operations and repair damage where there is a municipal responsibility.
- h) Provide flashers and barricades.
- i) Restore and obtain assistance in restoring essential services.
- j) Act as a liaison with local and provincial utilities.
- k) Maintain a log of all action taken.

14. The CEMC Shall:

- a) Advise Emergency Management Ontario of any declared "Emergency" to the Provincial Emergency Operations Centre and liaise with Emergency Management Ontario during the emergency (Notify Amethyst Sector Field Officer as soon as possible).
- b) Contact the Lakehead Amateur Radio Club and arrange for the Club to either be on standby or to have members attend and assist in communication functions if communications may be a problem.
- c) Act as a resource person for equipment, advisors, volunteer, provincial and federal agencies.
- d) Act as advisor to the Reeve.
- e) Notify the Provincial Emergency Operations Centre via fax at the termination of a declared emergency.
- f) Conduct a debriefing session, following the termination of the emergency, with all members of the Municipal Emergency Control Group and other persons as directed by the MCEG.
- g) Coordinate an emergency exercise in the municipality each year.
- h) Keep a log of all action taken.

15. The Medical Officer of Health Shall:

- a) Activate the Health Unit's emergency alert systems.
- b) Coordinate all community health and medical services that may be required and liaise with other essential services.

- c) Provide and disseminate public information on any health hazards.
- d) Provide advice on public health matters to the Municipal Emergency Control Group.
- e) Provide for mass immunization, if required.
- f) Oversee water quality and arrange for an alternate supply of potable water, if required.
- g) Provide advice to the Head of Council on the evacuation of buildings and area for health reasons.
- h) Notify other agencies and senior levels of government about health-related matters.
- i) Arrange for counseling for victims, families of the deceased and emergency responders for critical incident stress.
- j) Maintain a log of all action taken.

16. District Manager – Ministry of Community and Social Services

Shall:

- a) Activate the department's emergency alert system.
- b) Alert/call-out the following, as necessary:
 - i. Salvation Army
 - ii. Canadian Red Cross
 - iii. St. John Ambulance
- c) According to the nature of the emergency, ensure the survival and well-being of people during and following an emergency by coordinating with the local welfare agency and volunteer groups, for:
 - i. Emergency clothing to provide adequate protection from the elements.
 - ii. Emergency lodging to provide adequate temporary accommodation for the homeless.
 - iii. Emergency feeding to sustain those without food or adequate food preparation facilities and in conjunction with the Salvation Army.
- d) Individual and family services to assist and counsel individuals and families in need and to provide special care to unattached children and dependent adults.
- e) Assist the Red Cross in the registration and inquiry services to reunite families and to collect information and answer queries concerning the safety and whereabouts of missing persons.
- f) D. Maintain a log of all action taken.

17. Ministry Of Natural Resources & Forestry District Manager Shall:

- a) Issue the preliminary alert in a forest fire, flood or drought situation to municipal officials.
- b) Provide for forest fire fighting or flood control as per Ministry policy.
- c) Recommend evacuation, if warranted.
- d) Determine the safe evacuation routes in conjunction with municipal officials and the Police.
- e) On completion of the fire or flood emergency, will authorize the return of the residents if they have been ordered evacuated.
- f) Maintain a log of all action taken.

18. The Board Of Education Shall:

- a) Activate the Board's Emergency Plan.
- b) Provide control over school population and protection of school property.
- c) Hold student population in schools until instructed otherwise by the Municipal Emergency Control Group unless students are in imminent danger.
- d) Make designated schools available for reception centre evacuees.
- e) Ensure the board and all its schools have a coordinated and up-to-date emergency plan which includes provisions for obtaining transportation for evacuating all school students at any given time.
- f) Maintain a log of all action taken.

19. The Emergency Information Officer Shall:

- a) Arrange for the dissemination of special information e.g. emergency responders to report to a location or go on standby for call-out as the case may be; citizens to refrain from using telephones so emergency communications will remain open; provide information on health hazards as prepared by the Medical Officer of Health.
- b) Schedule press conferences on a regular basis.
- c) Arrange for media facilities and support near the E.O.C.
- d) Appoint a Citizen Inquiry Officer and telephone a Citizen Inquiry Hot Line.
- e) Gather information from emergency services and prepare releases for the approval of the Head of Council prior to all press conferences.
- f) Keep 211 updated with all pertinent emergency information.
- g) Maintain a log of all action taken.

20. St. John Ambulance Corps Superintendent Shall:

- a) Activate the agency's emergency alert system.
- b) Provide first aid.
- c) Establish first aid posts as required and in all designated reception centres.
- d) Assist local ambulance authorities or Central Ambulance Communication Centre by providing ambulance service as lead time and resources permit.
- e) Assist Red Cross and Social Service agencies in operating the reception centres.
- f) Maintain a log of all action taken.

21. The Red Cross Shall:

- a) Take the lead role with registration and inquiry at reception and evacuation centres.
- b) Operate an inquiry bureau.
- c) Support emergency or disaster operations.
- d) Assist with other Social Services activities as requested.
- e) Maintain a log of all action taken.

22. The Salvation Army Shall:

- a) Notify its Community Relations and Development Director and activate its emergency alert system.
- b) Operate in cooperation with the Ministry of Community and Social Services.
- c) Direct and coordinate the emergency feeding requirements for workers at the site and for victims located in reception centres.
- d) Assist Social Services and the local Welfare Service in providing bedding and clothing.
- e) Provide and coordinate clergy assistance.
- f) Keep the Municipal Emergency Control Group apprised of the emergency.
- g) Maintain a log of all actions taken.

23. The CAO – Lakehead Region Conservation Authority, In the Event of a Flood Situation Shall:

- a) Activate the Authority's Flood Warning Plan.
- b) Issue a preliminary flood "Advisory" in a potential flood situation to municipal officials and to the media.
- c) Issue a flood "Warning" in a flood situation to municipal officials and to the media.
- d) Advise municipal officials when alerted of a dam breach or a potential failure.
- e) Provide technical flood data.
- f) In the event of the declaration of a local emergency and after depletion of municipal resources, and at the request of the Reeve, recommend to the Ministry of Natural Resources & Forestry that a Provincial Flood Emergency be declared.

- g) Cancel flood Advisory/Warning as the situation warrants.
- h) Maintain a log of all action taken.

24. Evacuation Procedures

- a) If only a portion of Gillies is ordered evacuated, reception centres in the safe areas of the Township will be utilized.
- b) In an evacuation where the residents of the Township are required to leave Gillies, the reception municipalities are listed below. Their selection will be dictated by the nature and anticipated length of the emergency and the safety of the evacuation routes.

City of Thunder Bay – Primary

The evacuation routes are:

- i. Highway 608 East to Highway 61 and North to Thunder Bay
 - ii. Highway 595 North to Highway 590 and East to Thunder Bay
 - iii. Highway 595 North to Highway 588, Northwest to Highway 17 and East to Thunder Bay
 - iv. Alternatively – As deemed safe by the Municipal Emergency Control Group
- c) On evacuation orders by the Reeve or the District Manager, Ministry of Natural Resources & Forestry (in the case of a forest fire or flood): The Thunder Bay OPP Detachment, assisted by the Gillies Fire Service, will alert the residents by attending door to door.
 - d) The Clerk or Emergency Information Officer will use the electronic media to assist in alerting residents, explaining the mode of travel and evacuation route. Items to consider included in the notice are:
 - i. Pre-warning includes the following:
 - ii. a brief description of the nature and severity of the emergency
 - iii. instructions to remain calm and follow instructions
 - iv. the likelihood that an evacuation will be required
 - v. shelter-in-place instructions if warranted
 - vi. travel instructions including available options
 - e) where to get more information

Emergency Kit Information:

details on where to go and what to bring, i.e. an emergency preparedness kit as follows:

- toiletries, clothing, medication, identification, bedding, food, recreational items, etc.
 - ensuring the safety of evacuated properties (e.g. gas, water, and weatherproofing)
 - what to do about pets and livestock
 - Evacuation instructions will typically include the following:
 - authority for calling for an evacuation
 - the time and date the evacuation is in effect
 - the nature of the emergency
 - delineation of the affected area
 - statement regarding the danger in remaining in the emergency area
 - instructions on leaving the emergency area including the evacuation route
 - the expected length of the evacuation (if known)
 - how to register and/or which evacuee centre to go to
 - transportation options and assembly points
 - where to get more information
- f) Ongoing communications should be maintained through the length of the evacuation until the return is completed. The purpose of ongoing communications is to provide:
- news about the status of the emergency and progress in combating it
 - information for evacuees and the public regarding how to get in touch with evacuees
 - updates on the likely length of the evacuation

The Reeve, time permitting, will give a brief interview to the media to verify for residents the authenticity of the evacuation order and to provide reassurance to residents.

Reception Centres

- Gillies
- Whitefish Valley School
- Hymers Fair Grounds
- If Thunder Bay were needed as reception centre:
Business - (Cell/Residence numbers in Appendix D)

26. Public Information Guide: Evacuation

If the evacuation is anticipated, the public will be warned by the Police. On hearing a warning, residents are requested to turn on radios or TVs to local stations and listen to announcements and/or instructions. When evacuation becomes necessary and is ordered:

- a) Residents who do not have their own transportation will be asked to assemble Whitefish Valley School (or, alternatively, at Gillies Community Centre).
- b) Residents who are physically unable to move to these locations are requested to phone the broadcasted numbers and place a white cloth into the door of residence facing the street or road.
- c) Pick-up will be arranged as soon as possible.
- d) Residents who have their own transportation are asked to await further instructions.
- e) Residents relying on emergency public transportation and/or public reception centres for accommodation are reminded that pets are not permitted in either of these facilities.
- f) For the safety and comfort of your family and protection of your property, the following is suggested in case of an evacuation:
 - i. Secure home
 - ii. Carry identification (driver's license, birth certificate, medical alert, etc.)
 - iii. Carry enough money to meet contingencies
 - iv. Take 1 blanket or sleeping bag per person
 - v. Take 1 air mattress per person, if available
 - vi. Clothes, depending on season, change of clothes
 - vii. Raincoat, windbreaker, or parka, depending on season
 - viii. Enough ready-to-eat food to last at least 12 hours
 - ix. Thermos bottle of hot beverage
 - x. Flashlight with spare batteries
 - xi. Prescription drugs as required (carry prescription, if possible)
 - xii. Soap, towel, personal toiletries or hygiene articles
 - xiii. Kleenex or similar tissue paper
 - xiv. Book, magazine, game, etc.
 - xv. Adults with small children should include items of special needs as required (i.e. infant formula in thermos bottle; disposable diapers; toys, etc.)

27. Notes

- a) If evacuation is by private vehicle and you have room in your vehicle, please consider reaching out to provide for extra passengers during an evacuation emergency.
- b) If transportation is by emergency public transport:
 - i. Only 1 piece of luggage per person can be taken (identify your luggage – it may be transported separately.)
 - ii. Carry valuables and documents in a handbag or on your person
- a) Residents will be asked to register at the Registration Centre(s) in the reception community, so that inquiries by relatives and friends can be answered as quickly as possible.

- b) An Emergency Public Information Service will be established in the reception community.
- c) Arrangements will be made (if available) with local stores and gasoline outlets to remain open during an evacuation if conditions permit.

28. Public Information Guide: Dangerous Gases

If Emergency Is Called:

- a) Turn on radio for instructions.
- b) Evacuation areas will be decided by wind direction.
- c) Each school, institution, factory, office, and household are responsible for its own evacuation plan.

Do Not:

- a) PANIC.
- b) Attempt to locate pets before leaving.
- c) Attempt to travel to school or place of employment to locate family. The Board of Education will ensure students are out of the danger area.

If Unable to Escape or Are Trapped:

- a) Go inside.
- b) Tightly close all doors, windows, and exterior openings.
- c) Turn off forced air heating or ventilation systems.
- d) Stay in upper portion of building. If necessary, seal yourself in one room and seal all windows and doors with wet clothes.
- e) Do not go into the basement.
- f) Move quickly but do not run if moving through gas.
- g) Soak cloth in water and breathe through it, if breathing becomes difficult.
- h) Do not panic and run outside.**

In Your Car:

- a) Close all windows.
- b) Shut off ventilation.
- c) Continue driving away from the area and do not drive through the gas cloud or your car engine may stall.

While Walking:

- a) Go to nearest building or car and follow the above instructions.
- b) If in open area and in the path of the cloud, move quickly to high ground at right angles to the wind direction.

29. Public Information Guide: Tornado

Weather Watches and Warnings

Environment Canada issues weather watches and warnings when anticipated weather poses a threat to public safety. This information is relayed to the public by radio, internet, smartphone applications and television.

A severe weather watch is issued up to six hours in advance to alert the public that, for a specified portion of Ontario, there is a high potential for dangerous thunderstorm weather, which may be accompanied by a tornado.

A severe weather warning is issued to alert the public that severe thunderstorms or tornadoes are imminent in the warning area – i.e. a severe thunderstorm is in progress or expected to occur within two hours.

Tornado Safety Hints

A personal tornado awareness program should include:

- a) Being aware of the weather, knowing the radio or television stations, websites and smartphone applications which broadcast up-to-the-minute weather information.
- b) Knowing the name by which Environment Canada refers to your forecast region when they issue weather watches and warnings.
- c) Reviewing your plans of action.

When A Tornado Threatens

Stay away from your windows, doors, and outside walls. Protect your head.

- a) For maximum safety, go down to the basement or seek shelter under a stairway or sturdy table, or in a closet.
- b) Try to reach the centre of the house or the side away from the storm.
- c) Avoid buildings with large areas of unsupported roof, including arenas, barns, or supermarkets.
- d) If caught in such a building, seek out the lowest floor, an inside hallway or small interior windowless room, or get under something sturdy.
- e) If caught in the open, try to determine the tornado's direction of travel and move at right angles to it. If you cannot avoid the storm, find a ditch, ravine or other depression and lie flat. Do not remain in your car. Many people have been killed trying to ride out a tornado in their car.
- f) If no shelter can be found, hang on to the base of a small tree or shrub.
- g) Remember that damaged and weakened structures, fallen debris, downed hydro wires, and gas leaks are potential dangers after a storm has passed.